

<b>RECORD OF COMMUNICATION</b> <b>LEE 001</b>		<input type="checkbox"/> PHONE CALL <input type="checkbox"/> DISCUSSION <input type="checkbox"/> FIELD TRIP <input type="checkbox"/> CONFERENCE <input type="checkbox"/> OTHER (SPECIFY) _____		23595
TO: 000630 FILE		FROM: MIKE HENDERSON		(Record of item checked above) DATE 9 - 10 - 85 TIME 10:00 a.m.
SUBJECT COMMUNITY RELATIONS FOR LEED'S LANDFILL KENTUCKY FEASIBILITY STUDY PUBLIC MEETING				
<b>SUMMARY OF COMMUNICATION</b> <p>Met with Beverly Houston to discuss community relations needs for feasibility study public meeting on Leed's Landfill in Kentucky.</p> <p>Meeting scheduled for October 15, 1985. Suggested that public notice be placed in newspaper at least two weeks before meeting. May have to pay for notice from technical budget.</p> <p>Suggested that EPA brochures and pamphlets also be included with fact sheet, RI/FS Workplan, and results of feasibility study in the four repositories. Information which would explain the Superfund Program, the Remedial Response Branch, EPA in general, and Region V's fact sheet on toxic chemicals.</p> <p>Suggested that we have a full rehearsal and develop a written agenda for meeting. Technical presentation should not be more than twenty minutes.</p> <p>Agenda should be something like:</p> <ul style="list-style-type: none"> <li>Beverly - Introduction of persons involved in meeting, explanation of purpose for meeting.</li> <li>Beverly - Brief overview of the remedial process in the Superfund Program</li> <li>NUS - Results of RI/FS investigation</li> <li>NUS - Suggested alternatives</li> <li>Beverly - Summarize alternatives and meeting.</li> </ul> <p>Question and answer period.</p> <p>Public Notice must include public comment period and expiration date.</p>				
<b>CONCLUSIONS, ACTION TAKEN OR REQUIRED</b> <p>NUS should provide a person to record meeting and take notes for responsiveness summary</p> <p>Arrangements should be made by community relations staff to acquire copies of any news stories generated by public meeting.</p> <p>PAO should do a press advisory for release approximately 3 days before the meeting.</p> <p>Table should be provided at entrance to meeting room containing fact sheets, brochures and possibly a sign-in sheet.</p> <p style="text-align: right;"><i>Mike Henderson</i></p>				
<b>INFORMATION COPIES</b> TO: File, Beverly Houston				